



Office of Human Resources  
Deputy Sheriff Division Chief - CU1057

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### General Statement of Duties

Directs and manages an operational and/or functional area in the Denver Sheriff Department including developing objectives, implementing strategies, managing plans, programs, and projects, and directing operations and support services at the Denver County Jail, the Pre-Arrestment Detention Facility/Court Services, and/or Administration/Training.

### Distinguishing Characteristics

This classification is the fifth level in the Deputy Sheriff class series. The series consists of Deputy Sheriff, Deputy Sheriff Sergeant, Deputy Sheriff Captain, Deputy Sheriff Major, and Deputy Sheriff Division Chief. This class performs second-level managerial work and is distinguished from a Deputy Sheriff Major that manages an operational and/or functional area in the Denver Sheriff Department by performing some elements of supervision and recommending and implementing plans, procedures, policies, programs, and projects, assists a Deputy Sheriff Division Chief, and performs management level protective services work for the Sheriff Department directing operations and support services at Denver County Jail, the Pre-Arrestment Detention Facility/Court Services, Technology Support/Special Projects, and/or Internal Affairs. The Deputy Sheriff Division Chief is also distinguished from the Director of Corrections - Undersheriff that directs and manages the Denver Sheriff Department by providing leadership and direction including defining the organization's mission, vision, positions, initiatives, and interests over a variety of complex departmental divisions.

### Level of Supervision Exercised

Supervises two or more first level managers.

### Essential Duties

Communicates, influences, supports, negotiates and integrates the Denver Sheriff Department's long term strategic plan into functional and operational areas providing regular communication and presentations to decision makers, the public, and subordinate staff.

Researches financial impacts, efficiencies, innovations, and consequences of proposed projects and programs and provides recommendations and justifications to the Director of Corrections - Undersheriff or decision makers as part of the review/approval process.

Participates in collaborative processes with stakeholders to develop budget recommendations and secure resource allocations for functional and/or operational areas.

Works with the Director of Corrections - Undersheriff to institute goals and objectives, identify causes, and recommend solutions to short and long-term service and/or operational issues, and prioritizes and assigns staff/resources accordingly.

Represents the Director of Corrections – Undersheriff and may perform director's duties in the director's absence, assists the director in drafting or revising legislation, and implements and maintains policies and procedures set forth by the director.

Creates, discovers, and/or incorporates best practices.

Makes decisions that directly impact subordinate staff in designated functional and/or operational areas and delegates decision-making responsibility and authority to subordinate staff as appropriate.

Acts as a major contributor to and participates in the department's strategic planning process.

Plans, designs, and develops programs, projects, procedures, and standards utilizing functional/technical expertise and directs and manages their implementation.

Designs and supports the creation and execution of departmental strategies for grievances and discipline, employee development, evaluation, training, and other departmental goals and objectives.

Responds to personnel issues, conferring with the Director of Corrections Undersheriff, human resources staff, and/or legal advisors to determine appropriate decision/action.

Initiates and implements activities to develop and encourage performance, identifies the strengths of subordinate managers, supervisors and staff, and provides guidance and advice to subordinate managers regarding human resource matters.

Initiates and implements hiring procedures, oversees and/or conducts interviews, and approves subordinate staffs' candidate selection decisions/recommendations.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Requires meeting certification standards and qualifications in the use of firearms and other tactical weapons.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Financial Management - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

Knowledge of the American Correctional Association standards sufficient to be able to ensure consistent application of requirements to provide satisfactory conditions of confinement.

Knowledge of the criminal justice system and processes, correctional practices, policies, and legal provisions sufficient to be able to manage the division and perform under sheriff duties in the absence of the under sheriff.

Skill in basic computer operations.

**Education Requirement**

Bachelor's Degree in Criminal Justice, Criminology, Corrections, Business Administration or a related field.

**Experience Requirement**

Two (2) years of experience as a Denver Deputy Sheriff Major.

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Applicants must meet the certified physical fitness standards adopted by the Department.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to infections and contagious diseases  
Potential exposure to the risk of blood borne diseases  
Potential exposure to hazardous anesthetic agents, bodily fluids, and wastes  
Potential exposure to housekeeping/cleaning agents/chemicals  
Potential exposure to hazardous/toxic chemicals  
Potential exposure to offensive inmates or public  
Contact with inmates and public under a wide variety of circumstances  
Potential exposure to unpleasant elements (accidents, injuries and illness)  
Subject to varying and unpredictable situations  
Handles emergency or crisis situations  
Potential exposure to odors in jail facility, inmate or public areas  
Subject to many interruptions  
Subject to long, irregular hours  
Subject to traffic, roadways, and pedestrians  
Pressure due to multiple calls and inquiries  
Potential exposure to dangers of assaults/hazards from investigating alarms  
Potential exposure to sufficient noise to cause distraction or possible hearing loss  
Potential exposure to conditions where there is danger to life, body, and/or health  
Potential exposure to hot and cold and adverse weather conditions.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

## Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Physical tolerance to effectively work under adverse environmental conditions, extended or disrupted work schedules resulting in loss of sleep and meals, the stress of interacting with hostile or dangerous people, of assisting victims of violence or injury, and the changing parameters of legally-mandated job responsibilities and limitations.

May be required to physically subdue violent prisoners and chase inmates or the public on foot to apprehend them.

Explosive strength and stamina sufficient to run a distance of up to 300 meters.

Carries lethal and less-than lethal weapons and must qualify in the use of those weapons.

Ability to utilize force when necessary to maintain order in the course of assigned duties.

Static strength: may be required to wear body armor & carry duty weapons weighing up to 25 lbs.

Ability to lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) with or without assistance.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Standing: remaining on one's feet in an upright position

Walking: moving about on foot

Sitting: remaining in the normal seated position

Carrying: transporting an object, usually by hand, arm, or shoulder

Pushing: exerting force upon an object so that the object is away

Pulling: exerting force on an object so that it is moving to the person

Climbing: ascending or descending objects usually with hands/feet

Balancing: maintaining body equilibrium to prevent falling over

Stooping: bending the body by bending spine at the waist

Kneeling: bending legs to come to rest on one or both knees

Crouching: bending body downward and forward by bending legs

Crawling: moving about on hands and knees or hands and feet

Reaching: extending the hand(s) and arm(s) in any direction

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers

Talking: expressing or exchanging ideas by means of spoken words

Hearing: perceiving the nature of sounds by the ear

Sense of smell sufficient to detect illegal drugs, alcoholic beverages, ether, fuels (e.g., natural gas, gasoline), fire, and corpses.

Repetitive motions: making frequent movements with a part of the body

Eye/hand/foot coordination

Far Acuity: ability to see clearly at 20 feet or more with or without corrective lenses.

Near Acuity: ability to see clearly at 20 inches or less with or without corrective lenses.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

## Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: U-714**

**FLSA Code: E**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**